

Field Name	Field Description	Data Description	Required Status	Conditional Requirements	Type	Length	Format	Default Value								
nv	National Verifier workflow	ETCs may use this flag for SACs in National Verifier states during a state's soft launch period to perform transactions in NLAD's legacy, non-National Verifier workflow. Following a state's full launch into the National Verifier, it will not be possible to perform transactions in the legacy, non-National Verifier workflow.	Optional	Optional during Soft Launch for National Verifier states. Required during after a state fully launches to the National Verifier.	Bit	1	0 = no / 1 = yes	default = 0								
transactionType	Transaction Type	There are a number of transactions you can perform with NLAD. Every transaction must have its type declared in this field. For batch transactions, each row of the batch file is a single transaction, meaning each row must have the transaction type entered. Full list of available transactions: enroll - Used to enroll a Lifeline Program eligible subscriber transfer - Used to transfer Lifeline Program benefits from another carrier update - Used to update/change a subscriber's information deEnrollDeceased - Used to de-enroll a Lifeline Program subscriber who has deceased deEnrollLeaving - Used to de-enroll a Lifeline Program subscriber who is opting out of the program, or is no longer eligible for benefits deEnrollFailedRecertification - Used to de-enroll a Lifeline Program subscriber who has not filed their annual recertification deEnrollNonUsage - Used to de-enroll a Lifeline Program subscriber who has not used their benefits for 60 days	Required		Alphabetic											
phoneNumberInNlad	Subscriber's Current Telephone Number	Subscriber's current phone number in NLAD, associated with their Lifeline Program benefits. This field is required when de-enrolling a subscriber. This may be the same number you enter in the phoneNumber field. When performing an update transaction that updates the phone number, put the current phone number in this field and the new phone number in the phoneNumber field.	Conditional	Required if "transactionType" = update deEnrollDeceased deEnrollLeaving deEnrollFailedRecertification deEnrollNonUsage	Numeric	10	xxxxxxxx									
transactionEffectiveDate	Transaction Effective Date (mm/dd/yyyy)	The transaction effective date is the date the transaction is effective with the ETC. For example, if you sign up a subscriber on 12/ 10/2013, but submit the enroll transaction for that subscriber on 12/ 11/2013, the transaction effective date is 12/10/2013, which is what should be entered in this field.	Required		Date		mm/dd/yyyy									
sac	Study Area Code (SAC)	This is the 6-digit number associated with the ETC providing the Lifeline Program benefit to the subscriber. Every transaction must include the appropriate SAC number for that subscriber.	Required		Numeric	6	xxxxxx									
lastName	Last Name	Full, last name of subscriber. Minimum of two alphabetic characters. Accepts the SPACE character, and these special characters: <table border="1" data-bbox="640 1198 1073 1279"> <thead> <tr> <th>Name</th> <th>Character</th> </tr> </thead> <tbody> <tr> <td>Apostrophe</td> <td>'</td> </tr> <tr> <td>Accent Grave</td> <td>`</td> </tr> <tr> <td>Dash</td> <td>-</td> </tr> </tbody> </table>	Name	Character	Apostrophe	'	Accent Grave	`	Dash	-	Required		Alphabetic	50		
Name	Character															
Apostrophe	'															
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firstName	First Name	First name of subscriber. Accepts the SPACE character, and these special characters: <table border="1" data-bbox="640 1333 1073 1414"> <thead> <tr> <th>Name</th> <th>Character</th> </tr> </thead> <tbody> <tr> <td>Apostrophe</td> <td>'</td> </tr> <tr> <td>Accent Grave</td> <td>`</td> </tr> <tr> <td>Dash</td> <td>-</td> </tr> </tbody> </table>	Name	Character	Apostrophe	'	Accent Grave	`	Dash	-	Required		Alphabetic	50		
Name	Character															
Apostrophe	'															
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middleName	Middle Name	Middle name of subscriber. Accepts the SPACE character, and these special characters:	Optional		Alphabetic	50										

		Name	Character						
		Apostrophe	'						
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		Period	.						
phoneNumber	Telephone Number	Telephone number of the Lifeline Program eligible subscriber. This can be the new number you are assigning to the subscriber. If the subscriber is already enrolled in NLAD, you can put their current phone number here, in which case it will be the same as phoneNumberInNlad. No two subscribers can have the same phone number.	Required		Numeric	10	xxxxxxxx		
subscriberId	Subscriber ID	System-generated unique ID field.	Conditional	This field is required for reenroll and update transactions if service type = Broadband and the subscriber does not have a phone number. In all other cases the field is optional.	Alphanumeric	9			
last4ssn	Last 4 Digits of Social Security Number	Last four digits of the subscriber's social security number.	Conditional	last4ssn or tribalId must be provided.	Numeric	4	xxxx		
tribalId	Tribal Identification Number	The Tribal identification number, or Tribal enrollment number of the subscriber. ETCs that have collected partial Tribal IDs may submit them so long as they have at least two characters. This field accepts some special characters, including (but not limited to) the dash character (-).	Conditional	last4ssn or tribalId must be provided.	Alphanumeric	20			
dob	Date of Birth	Subscriber's date of birth.	Required		Date		mm/dd/yyyy		
includeSubscriberId	Include Subscriber ID	This field is an optional field to be included on Enroll transactions and Benefit Transfer transactions if the ETC wants the Subscriber ID to be returned on a successful transaction.	Optional		Bit	0 = no / 1 = yes			default = 0
iehFlag	Independent Economic Household Flag	The Independent Economic Household (IEH) flag indicates the subscriber is an independent economic entity sharing an address with another Lifeline subscriber. ETCs must collect and retain the IEH worksheet. This field will be ignored for records where the National Verifier field = 1.	Optional		Bit	0 = no / 1 = yes			default = 0
iehCertificationDate	IEH Date of Certification	Enter the date IEH certification was performed for the subscriber. This field will be ignored for records where the National Verifier field = 1.	Conditional	required if "iehFlag" = 1	Date		mm/dd/yyyy		
iehRecertificationDate	IEH Date of Recertification	Enter the date IEH certification for the subscriber was recertified. This field will be ignored for records where the National Verifier field = 1.	Optional		Date		mm/dd/yyyy		
primaryAddress1	Street Address	Subscriber's street address.	Required		Alphanumeric	50			
primaryAddress2	Secondary Address	Subscriber's secondary address.	Optional		Alphanumeric	50			
primaryUrbanizationCode	Urbanization Code	This field is used only for Puerto Rico addresses that have an urbanization code.	Optional		Alphabetic	50			
primaryCity	City	Subscriber's city of residence.	Required		Alphabetic	50			
primaryState	State	Subscriber's state of residence.	Required		Alphabetic	2			
primaryZipCode	ZIP	Subscriber's ZIP code of residence. Accepts a dash character (-).	Required		Numeric	10	xxxxx or xxxxx-xxxx		
primaryPermanentAddressFlag	Temporary Address	The temporary address flag indicates that the primary address entered is a <i>temporary</i> location. A value of "0" indicates that the address is a <i>permanent</i> location. Note: the field "primaryPermanentAddressFlag" is the Temporary Address Flag field. This field will be ignored for records where the National Verifier field = 1.	Optional		Bit	1 = permanent / 0 = temporary			default = 0

primaryTribalFlag	PRA is a Tribal Address	The primary Tribal flag indicates that the subscriber's address is in Tribal lands and is not registered with USPS address matching service (AMS). This field will be ignored for records where the National Verifier field = 1.	Optional		Bit		1	0 = no / 1 = yes	default = 0
primaryRuralFlag	Non-Deliverable Rural Address	The primary rural flag indicates that the subscriber's primary address is in a rural area, and is not registered with AMS, nor able to receive postal delivery. This field will be ignored for records where the National Verifier field = 1.	Optional		Bit		1	0 = no / 1 = yes	default = 0
mailingAddress1	Mailing Street Address	Subscriber's mailing street address.	Optional		Alphanumeric		50		
mailingAddress2	Secondary address	Subscriber's secondary mailing address.	Optional		Alphanumeric		50		
mailingUrbanization Code	Mailing Urbanization Code	This field is used only for Puerto Rico addresses that have an urbanization code.	Optional		Alphabetic		50		
mailingCity	Mailing City	Subscriber's mailing city.	Optional		Alphabetic		50		
mailingState	Mailing State	Subscriber's mailing state.	Optional		Alphabetic		2		
mailingZipCode	Mailing ZIP	Subscriber's mailing ZIP code. Accepts a dash character (-).	Optional		Numeric		10	xxxx or xxxx-	
serviceInitializationDate	Service Initiation Date	Date that the service provider determined that the subscriber was eligible for Lifeline Program-supported service.	Required		Date			mm/dd/yyyy	
serviceReverificationDate	Date of Reverification	This is the date the subscriber's Lifeline Program eligibility was reverified. This field will be ignored for records where the National Verifier field = 1.	Optional		Date			mm/dd/yyyy	
eligibilityCode	Eligibility Program	The program code under which the subscriber is eligible for Lifeline benefits. Acceptable values are: E1 E2 E3 E4 E8 E9 E10 E11 E13 E14 E15 More information about program codes can be found here: http://usac.org/_res/documents/li/pdf/nlad/Handout_EnrollmentEligibility-Codes.pdf This field will be ignored for records where the National Verifier indicator = 1.	Required		Alphanumeric		3		
bqpLastName	Last Name	Last name of the benefit-qualifying person (BQP).	Conditional	Required if any BQP field is provided.	Alphabetic		50		
bqpFirstName	First Name	First name of the BQP.	Conditional	Required if any BQP field is provided/	Alphabetic		50		
bqpMiddleName	Middle Name	Middle name of the BQP.	Conditional	Required if any BQP field is provided.	Alphabetic		50		
bqpDob	Date of Birth	Date of birth of the BQP.	Conditional	Required if any BQP field is provided.	Date			mm/dd/yyyy	
bqpLast4ssn	L4DSSN (last 4 digits of SSN)	Last four digits of the BQP's social security number.	Conditional	Required if any BQP field is provided and bqpTribalId is not provided.	Numeric		4	xxxx	
bqpTribalId	BQP Tribal Identification Number	Tribal identification number of the BQP.	Conditional	Required if any BQP field is provided and bqpLast4ssn is not provided.	Alphanumeric		20		
linkUpServiceDate	Date of service	The date Link Up service started.	Optional		Date			mm/dd/yyyy	
lifelineTribalBenefitFlag	Lifeline Tribal Benefit Flag	ETCs may use this flag to claim Lifeline Program Tribal support for a qualified subscriber to whom the ETC is offering Tribal rates. Note: this field is not related to primaryTribalFlag.	Required		Bit		1	0 = no / 1 = yes	default = 0

etcGeneralUse	ETC General Use	<p>This field is for general ETC use. An ETC may populate this field with any value, and it will be returned along with transaction error messages. For example, an ETC could enter a unique identifier in this field that will allow them to automate the process of looking up a subscriber in their own database when a transaction fails.</p> <p>This field accepts alphanumeric characters, the SPACE character, and these special characters:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Character</th> </tr> </thead> <tbody> <tr> <td>Dash</td> <td>-</td> </tr> <tr> <td>Underscore</td> <td>_</td> </tr> <tr> <td>Colon</td> <td>:</td> </tr> <tr> <td>Pound</td> <td>#</td> </tr> <tr> <td>At Sign</td> <td>@</td> </tr> <tr> <td>Period</td> <td>.</td> </tr> </tbody> </table>	Name	Character	Dash	-	Underscore	_	Colon	:	Pound	#	At Sign	@	Period	.	Optional		Alphanumeric	50		
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At Sign	@																					
Period	.																					
tpivFlag	TPIV Flag	This field is inactive; any values entered into this field will be changed to "0". This field is still required as a column in the heading row of a batch file.	Optional		Alphanumeric	3 xxx		default = 0														
serviceType	Service Type	Subscriber's service type must be selected. Acceptable values are: voice, broadband, bundledVoice, bundledBroadband, bundledVoiceBroadband	Required		Alphabetic																	
repld	Representative ID	Unique identifier for a representative in the RAD database. A Representative ID must be provided if a representative assisted with the transaction.	Conditional	Field must be populated with a Representative ID if repNotAssisted is null or "0".	Alphanumeric	9																
repNotAssisted	Representative not assisted indicator	This field should be set to "1" if a representative did not assist with the transaction. This field should be set to "0" or null if a Representative ID is provided in the repld field.	Conditional	Field must be populated with "1" if repld is null.	Numeric	1	0 – Representative assisted the transaction 1 – Representative did not assist the transaction	default = 0														